

**Check Type of License  
and Application Applying  
For**

- ☐ RN  
☐ LPN

- ☐ Examination  
☐ Endorsement  
☐ Reactivation

**Iowa Board of Nursing  
Waiver  
For Completing Criminal History Background Checks**

I hereby give permission for the Iowa Board of Nursing to conduct both an Iowa criminal history record check with the Division of Criminal Investigation (DCI) and a national check through the Federal Bureau of Investigation (FBI). Any information maintained by the DCI and the FBI may be released as allowed by law.

The authority for the Board of Nursing to conduct criminal history background checks is derived from the Volunteers for Children Act of 1993 Title 42 United States Code Section 5119C.

See Page 2 for Applicant's Rights

**PLEASE PRINT**

**Name:** \_\_\_\_\_  
Last First Middle

**Other Names Used (Include maiden name):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Date of Birth (Month/Date/Year):** \_\_\_\_\_

I am aware a license is granted based, in part, on the truthfulness of the information provided on my application and on this waiver. I understand that knowingly providing false information may subject me to criminal prosecution, license denial and/or license discipline. I hereby affirm that all entries on the application and on the waiver are true and correct

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## **NONCRIMINAL JUSTICE APPLICANT'S RIGHTS**

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as licensing, employment, or adoption), you have certain rights which are discussed below:

- You must be provided written notification that your fingerprints will be used to check the criminal history record of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If you would like to request a copy of the FBI criminal history record for review and possible challenge, you will need to submit fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

Thank you

Iowa department of Public Safety  
Division of Criminal Investigation